



TOWN OF SMITHFIELD

"The Ham Capital of the World"

December 1, 2016

Ms. Martha Mavredes
Auditor of Public Accounts
Commonwealth of Virginia
Richmond, Virginia

Re: Town of Smithfield FY2016 CAFR

Dear Ms. Mavredes:

Our auditors submitted the Comparative Report Transmittal Form for the Town of Smithfield on or before November 30, 2016. Due to the APA's new policy of not accepting draft financial statements, the transmittal was not accompanied by the related financial statements. We anticipate submitting the audited financial statements (CAFR) for the year ended June 30, 2016 by December 31, 2016, after all components of the report have been reviewed and approved by the management of the Town. Because we are a small staff and the draft report is generally completed during tax season, we always struggle to complete the MD&A and finalize our review by the November 30 deadline. This year was especially challenging as we are undergoing a complete financial software conversion with intermittent training and milestone requirements.

If you have any questions or concerns regarding the status of our 2016 CAFR, please do not hesitate to contact me.

Sincerely,

Ellen D. Minga
Treasurer

TREASURER'S OFFICE & UTILITY BILLING

310 Institute Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 365-4286
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